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ABSTRACT

The nine-volume Survey Kit is designed to help readers prepare and conduct surveys and become better users of survey results. All the books in the series contain instructional objectives, exercises and answers, examples of surveys in use, illustrations of survey questions, guidelines for action, checklists of "dos and don'ts," and annotated references. This volume, ninth in the series, shows readers how to prepare more effective oral and written survey reports. The volume includes guidelines for preparing overhead transparencies and a step-by-step account of how to talk about a survey and the data analysis. It also demonstrates the preparation of written reports for technical and general audiences. The following chapters are included: (1) "Lists, Charts, and Tables: Presenting the Survey's Results"; (2) "Talking about the Survey"; and (3) "The Written Report." An annotated list of six suggested readings is included. (Contains 16 figures.) (SLD)

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